

**Van Buren County Brownfield Redevelopment Authority
Regular Meeting Minutes
June 13, 2018**

Board of Commissioners Room, 2nd Floor Administration & Land Services Building

1. Note for the Record--BRA Board Reappointments

The Board of Commissioners formally acted on May 22, 2018, to reappoint BRA Board Members for the terms expiring on June 1, 2018, as follows:

Jeffrey Mills	1 Year Term Expiring June 1, 2019 (to achieve term staggering)
Lisa Phillips	3 Year Term Expiring June 1, 2021
Jan Petersen	3 Year Term Expiring June 1, 2021
Sarah Moyer-Cale	3 Year Term Expiring June 1, 2021

2. Call to Order and Determination of Quorum

At 3:30 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (7): Lisa Phillips, Gail Patterson-Gladney, Jan Petersen, Cynthia Compton, Zack Morris, Jeff Mills, Katie Strohauer; **Board Members Absent and Excused (2):** Sarah Moyer-Cale, Kate Hosier; **Board Vacancies: (0).** A quorum (7 of 9) is initially present.

Others present: Secretary/Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, Charles Brandt.

3. Approval of Agenda

The Chairperson's prepared agenda was approved by unanimous consent

4. Approval of Minutes of Regular Meeting held May 9, 2018

Motion by Petersen, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held May 9, 2018, as presented. Approved by a 7-0 vote.

5. Public Comment--None

6. Correspondence--None

7. Secretary/Treasurer's Report

a. Nelson reviewed his written report covering the ongoing financial accounting review, BRA Board member reappointments, and the ready to finalize Midwest V LLC project.

b. Nelson presented the following invoices for approval:

<i>Vendor</i>	<i>Invoice Date</i>	<i>Invoice #</i>	<i>Purpose</i>	<i>Amount</i>	<i>Fund</i>
Envirologic	6/11/2018	04633	67901 Red Arrow Hwy; MDEQ Applications	1,382.50	EPA Grant
Envirologic	6/11/2018	04635	109 E Michigan Ave, Paw Paw; BEA & DDCC	1,606.25	EPA Grant
			Total	\$2,988.75	

Motion by Morris, supported by Patterson-Gladney, to approve payment of these invoices totaling \$2,988.75. Approved by a vote of 7-0.

8. Revised Reimbursement Agreement

There was consensus to defer discussions with Miller-Canfield on an addendum or supplement to the revised Reimbursement Agreement to cover situations where special financial assurances are required, as there are not presently any projects that require such an addendum.

9. EPA Grant—Updates

Erik Peterson presented updates on current and potential EPA Grant projects as follows:

- a. 23492 Red Arrow Highway--**Erik Peterson appeared along with Charles Brandt, whose firm is considering the purchase of this property in Antwerp Township, a site that may have petroleum-based issues. Mr. Brandt re-discussed his concept for the property and expressed his desire to commence a project.

Motion by Patterson-Gladney, supported by Petersen, to establish a project for 23492 Red Arrow Highway in Antwerp Township, subject to receipt of a \$2,500 application fee, an executed Development Agreement, a signed copy of the property Purchase Agreement, and any other documents or information deemed necessary by the Secretary/Treasurer. Approved by a vote of 7-0.

Motion by Morris, supported by Mills, to approve Envirollogic Work Order#16 for this project, but subject to an initial financial cap of \$3,000. Approved by a vote of 7-0.

- b. 109 E. Michigan Avenue, Paw Paw—**This petroleum project is proceeding with Due Care completed, and an asbestos survey in process.
- c. 67902 Red Arrow Highway, Hartford Township--**The initial MDEQ grant application has been denied due to lack of funding. The initial MDEQ loan application was denied and is being reworked to conform to MDEQ feedback.
- d. 05585 Blue Star Highway, South Haven Charter Township--**There is no current progress to report on the project
- e. EPA Grant Status--**Erik Peterson presented an updated report on the EPA Grant financial status and the continuing outreach program.

10. Current Brownfield Plans Update

- a. Midwest V, LLC (Paw Paw Laundry)—**The developer's consultant, Lakeshore Environmental Inc, submitted proposed documents to finalize the active portion of the project. They have been reviewed by the Chairperson and Secretary/Treasurer and appear to be in order and approval is recommended.

Motion by Patterson-Gladney, supported by Strohauser, to authorize the Secretary/Treasurer to file the closeout documents in the BRA archives, to file same with the MDEQ to establish the final MDEQ Loan amount and amortization schedule, to return MDEQ loan proceeds received in excess of the final established MDEQ Loan Reimbursable Costs, to do anything else necessary to closeout the active phase of the project, and to issue a Closeout Certificate for the project. Approved by a vote of 7-0.

Motion by Patterson-Gladney, supported by Petersen, to establish and authorized the following reimbursable costs for the tax capture portion of the project: \$24,766.43 for Developer Reimbursable Costs, and \$90,164.55 for MDEQ Loan Reimbursable Costs, and further to proceed to capture property taxes for tax year 2018 and beyond according to the Brownfield Plan, and for

the Secretary/Treasurer to recommend distribution of captured tax for each tax year to the MDEQ Loan, to the Developer, to the BRA for administration fees and costs and to the BRA Local Brownfield Revolving Fund as established by the Plan. Approved by a vote of 7-0.

- b. **Mattawan Commercial**—The developer continues to attempt to find a tenant for the project, as the original tenant has decided not to proceed.
- c. **Paw Paw Brewing**--A work plan for asbestos abatement has been approved by the MDEQ.
- d. **Village Pharmacy, Paw Paw**--Erik Peterson continues to seek full documental for project costs.

11. Adjournment

Motion by Patterson-Gladney, supported by Compton, to adjourn. Approved by a vote of 7-0, the Chair adjourned the meeting at 4:50 p.m.

Wayne Nelson, Secretary/Treasurer
VBC Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
DEQ or MDEQ	Agency	Michigan Department of Environmental Quality
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC	Agency	Van Buren County Board of Commissioners
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan